

City of Roanoke
Public Works Service Center
Standard Operating Procedure

Subject: Pesticide and Fertilizer Storage	Revised: 09/27/19
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Purpose: To ensure uniform and consistent procedures are followed for the storage of pesticides and at the Public Works Service Center

Responsible Party/ies:

- Landscape Maintenance Supervisor – Transportation Division
- Parks Recreation Coordinator – Parks Division

Performance Frequency: Twice a year; February and November.

Documentation:

- Pesticide and Fertilizer Storage Inspection Checklist (attached).
 - Completed Inspection checklists will be emailed to Environmental Management envmgmt@roanokeva.gov.
- Employee pesticide and fertilizer certifications are kept on file with the Safety Coordinator in Risk Management and Parks and Recreation Coordinator.
- Pesticide licensure and inspections are retained on file by the Virginia Department of Agriculture and Consumer Services (VADCS) and will be made available upon request.
- Herbicide and Fertilizer records are kept on file by the Weedseeker Crew Leader and will be made available upon request.

Training: Management and/or Supervisors will cover this SOP with all newly hired and/or temporary personnel responsible for storage inspections within their first 60-days of employment.

Pesticides: Those working with pesticides must be certified as a Registered Technician by the Virginia Department of Agriculture and Consumer Services (VDACS)

Trainees must complete the signature section below and a copy of the signed SOP shall be sent to Environmental Management.

Definitions:

1. Pesticides: All products intended to kill or retard the growth of weeds and other undesirable vegetation, fungi, insects, rodents, and other pests.
2. Fertilizers: All products intended to improve and enhance the growth and performance of desirable vegetation.

Procedures:

1. All pesticides and fertilizers will be stored separately to prevent any potential cross contamination.
2. All pesticide and fertilizer containers must be clearly marked with the product's name and all corresponding Safety Data Sheet pictograms. Unlabeled pesticide and fertilizer containers are never allowed under any circumstances. **Note: applicator tanks and*

spreaders do not need to be labeled; however, a copy of the applicable product's Safety Data Sheet must be readily available to the operator(s).

- a. All such containers shall be in good condition and free of any dents, tears, leaks or other damage/deterioration.
 - b. All such containers shall be stored with their labels are facing out, and all labels must be in-tact and fully legible.
3. All pesticide and fertilizer storage areas shall be free of debris and waste, have no product residues present, all brackets, shelves, doors, hinges, latches and locks must be in good working order.
4. All storage and handling of pesticides shall be done under the supervision of a VDACS Certified Registered Technician.
5. All **pesticides** that are not in use shall be kept in a storage cabinet designed for handling such chemicals. This storage cabinet will have prominent, easily read lettering on the outside stating the word "PESTICIDES." This cabinet will be locked when not in use for increased security.

Trainee Name: _____ **Signature:** _____

Date: _____

Send completed form to Environmental Management at: envmgmt@roanokeva.gov.

Pesticide and Fertilizer Storage Inspection Checklist

*If the answer to any of the items below is "No," contact the Transportation Landscape Maintenance Supervisor at 853-5837, or the Parks & Rec. Coordinator at 853-2236.

DATE: _____ INSPECTOR: _____

ITEM	YES	NO	COMMENTS	RESOLVED
Pesticide storage area clean and free of waste/debris?				
Pesticide storage cabinet is labeled and in good working order, free of residues and locked when not in use?				
All Pesticide containers in good condition and free of dents or other signs of damage or leaks?				
All Pesticide containers clearly labeled, all labels in good condition and all labels facing out?				
Only VDACS Certified staff are handling & storing Pesticides ?				
All Pesticides have an SDS readily available?				
Fertilizer storage area clean and free of waste/debris?				
Fertilizer storage racks/cabinets in good working order, free of residues				
All Fertilizer containers in good condition and free of dents or other signs of damage or leaks?				
All Fertilizer containers clearly labeled, all labels in good condition and all labels facing out?				
All Fertilizers have an SDS readily available?				

Send completed form to Environmental Management at: envmgt@roanokeva.gov.